

Q: Can you clarify the notice requirements for sponsors in the drug card program?

A: The notice requirements are summarized in the table below:

Notice	When to send	Required time frame	Content notes
Confirmation of enrollment	After receiving CMS systems reply confirming enrollment	General Card Sponsors: Within 5 business days of the receipt of the CMS reply Exclusive Card Sponsors: Within 7 business days of the receipt of the CMS reply	Include effective date (CMS models provided)
Ineligibility Notice	1. After sponsor review determines the beneficiary is not eligible, or 2. After receiving CMS reply showing ineligibility	General Card Sponsors: Within 5 business days of either (1) or (2) in the previous column, as appropriate. Exclusive Card Sponsors: Within 7 business days of either (1) or (2) in the previous column, as appropriate.	Include reason for apparent ineligibility and information on reconsideration (CMS models provided)
Delinquency Notice	Card member fails to pay annual fee	Within 20 days of delinquency	(no model)
Confirmation of Disenrollment	After receipt of CMS reply confirming disenrollment	NOT REQUIRED, but sponsors may elect to send	(no model)
Confirmation of involuntary disenrollment for non-payment of premiums	After the 10-day period provided in the delinquency notice expires	NOT REQUIRED, but sponsors may elect to send	(no model)

Note: This reference table only provides information on notices related to the enrollment process, and does not address other materials as described in the information and outreach guidelines.